

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 23, 2004

FROM: JAMES A. FELTEN, Director
Department of Public Health

SUBJECT: REQUEST FOR PROPOSALS FOR EMERGENCY RESPONSE EXERCISES

RECOMMENDATION: Approve Request for Proposals to procure a Vendor to provide emergency response exercises and authorize the Department of Public Health to release the Request for Proposals.

BACKGROUND INFORMATION: Approval of this item will allow the Department of Public Health (DPH) and the County as a whole to further develop and strengthen its responses to emergency situations.

During the last four years, DPH has received funding from the Centers for Disease Control (CDC) through the California Department of Health Services (DHS) to upgrade the local jurisdiction's public health preparedness for, and response to, the following: bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies. To evaluate preparedness prior to an actual bioterrorist incident, DPH participates in a variety of emergency response exercises on an annual basis. DPH believes it can, and will, efficiently and effectively respond to these types of events, and wants to enhance its emergency response training through this procurement.

On October 19, 2004, the Board accepted a grant award from DHS in the amount of \$2,989,462. Of this funding amount, \$326,354 has been allocated for training activities. The remainder of the funding is being used for staff and administrative costs. This item requests approval of the Request for Proposals (RFP) and authorization for DPH to initiate a procurement through formal advertisements (via direct mailings, newspaper advertisements, trade journals, emergency management list server and internet postings) soliciting proposals from interested and qualified organizations to conduct seven (7) emergency response exercises which consists of five (5) tabletop and two (2) functional exercises. Tabletop exercises are situations and problems presented in the form of written or verbal questions to generate discussions of actions to be taken based upon the emergency plan and standard emergency operating procedures. The purpose of the exercise is to have participants practice problem solving and resolve questions of coordination and assignment in a non-threatening, minimal stress setting.

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Functional exercises are designed to test or evaluate the capabilities of a disaster response system and take place in a location where the activity might normally take place, such as the command center or incident command post. The exercise may involve deploying equipment in a limited, function-specific capacity and is fully simulated with written or verbal messages.

DPH expects to award one (1) contract for these services. Any awarded contract will be written for the time period April 1, 2005 through June 30, 2006 with the option of one (1) twelve month extension and will be presented to the Board for approval.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by the Office of County Counsel (Scott Runyan, Deputy County Counsel, (909) 387-9022) on November 8, 2004; Human Services System (HSS) Contracts (Lori Ciabattini, Administrative Supervisor, (909) 388-0253) on November 1, 2004; and County Administrative Office (Bea Valdez, Administrative Analyst, (909) 388-0211) on November 8, 2004.

FINANCIAL IMPACT: Approval of this item imposes no local County cost. All expenditures are fully reimbursed by DHS. Funding in the amount of \$157,243 has been allocated for FY 2004-05. Funding in the amount of \$169,111 will be included in the Department of Public Health's Fiscal Year 2005-2006 budget; however, it is anticipated that additional monies may be allocated from DHS which will allow the Department of Public Health to award additional monies for these training services. Funding amount for FY 2006-07 have not been determined yet by DHS.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval, as it will impose no additional cost to the County.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: James A. Felten, Director, Public Health (909) 387-9146

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